

December 7, 2010

Asset Management RFR

Question and Answers:

Question #1: Page 3 - *DUNS Number* - Is a bidder required to have a DUNS number at the time a proposal is submitted or can a DUNS number be obtained when the contract is awarded?

Answer #1: A DUNS number may be obtained when the contract is awarded, but performance will not begin and payments will not be issued to a vendor paid with federal funds unless the DUNS number has been filed with the Office of the Comptroller and recorded in the Massachusetts Management Accounting and Reporting System (MMARS). Therefore, to avoid delays in awarded contractors beginning to provide services, it would behoove bidders to have a DUNS at the time a proposal is submitted.

Question #2: Page 6 - #8. Scope, 12th Bullet – *Prepare and submit annually to DHCD the following reports on each project covered by the contract* – Our question relates specifically to the Reserve Burn Rate Analysis. Please identify the type(s) of reserves for which a burn rate analysis will be performed.

Answer #2: The Reserve Burn Rate Analysis should be performed for both the Operating Reserve and the Replacement Reserve.

Question #3: Page 8 - #9. Response, Last Bullet – *Type of tracking or monitoring reports typically prepared, based on project data collection, and regularity of such reports*. Please clarify whether the tracking is of BCAM's receipt of reports from managing agents and/or GPs or of outgoing frequency and delivery of reports to DHCD.

Answer #3: This question pertains to your normal practices at this time and in the past as an asset manager. If you generate tracking or monitoring reports already for internal purposes or for outside reporting purposes, please identify them in your submission and describe what information those reports contain and how often they are generated.